JOPLIN SCHOOLS

REQUEST FOR PROPOSALS

SELECTION OF PROFESSIONAL ADMINISTRATION SERVICES

Joplin Schools requests proposals for administrative services to assist in a proposed project financed with $5,000,000 in Community Development Block Grant – Disaster Recovery Funds from the City of Joplin and $5,000,000 in Community Development Block Grant – Disaster Recovery Funds from the State of Missouri.

PART ONE: SCOPE OF SERVICES

This CDBG-DR funded project will consist of the design and construction of a new early childhood center with the capability of serving children from three to five years of age. The new early childhood center is expected to be approximately 40,000 square feet at an estimated cost of $10,000,000 (includes both hard and soft costs) and will include such amenities as a playground, parking lot, tornado safe room, and other amenities yet to be determined.

Administration services shall include, but are not limited to, the implementation of the project in conformance with the following CDBG-DR compliance areas: National Objective, Citizen Participation, General Program Administration, Financial Reporting/Management, Environmental Review, Procurement, Contract Management, Labor Standards, Civil Rights/Equal Opportunity/Fair Housing, and Acquisition.

PART TWO: PROPOSALS

The following information should be included under the title “Request for Proposals for Administrative Services for the CDBG-DR Program”:

1. Name of proposer
2. Proposer address
3. Proposer telephone number
4. Proposer federal tax identification number
5. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Proposer on behalf of the proposer.

Contents of Proposal
Proposers should letter and number responses exactly as the questions are presented herein. Interested proposers are invited to submit proposals that contain the following information:
1. Introduction (transmittal letter)
2. Background and Experience
3. Specialized Knowledge
4. Personnel/Professional Qualifications
5. Approach
6. Proposed Compensation

1. **Introduction (transmittal letter)**

   By signing the letter and/or offer, the Proposer certifies that the signatory is authorized to bind the Proposer. The proposal should include:

   a. A brief statement of the proposer’s understanding of the scope of the work to be performed;
   b. A confirmation that the proposer meets the appropriate state licensing requirements to practice in the State of Missouri if applicable;
   c. A confirmation that the proposer has not had a record of substandard work within the last five years;
   d. A confirmation that the proposer has not engaged in any unethical practices within the last five years;
   e. A confirmation that, if awarded the contract, the Proposer acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
   f. Any other information that the Proposer feels appropriate;
   g. The signature of an individual who is authorized to make offers of this nature in the name of the proposer submitting the proposal.

2. **Background and Experience**

   Proposers should:

   a. Describe Proposer’s firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.

b. Describe any prior engagements in which Proposer's firm assisted a governmental entity in dealings with Disaster Recovery projects and any other projects relating to CDBG. Proposer must fully demonstrate, to the sole satisfaction and discretion of the Joplin Schools, of its deep and complete understanding of CDBG and CDBG-DR program requirements and related regulations. Proposer should include all examples of work on similar projects as described in Part One. Proposer should provide a list of completed CDBG - Disaster Recovery projects, and/or similar CDBG projects. Proposer should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Proposer should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work proposer cites in this section.
c. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Proposer's firm to handle the proposed project.
d. Provide current information on professional errors and omissions coverage carried by Proposer's firm, including amount of coverage.
e. Documentation of compliance with E-Verify requirements.

3. **Specialized Knowledge**

Proposers should:

a. Describe their knowledge of HUD's requirements for the Community Development Block Grant Program.
b. Describe their knowledge of HUD's requirements for the Community Development Block Grant - Disaster Recovery Program.
c. Relevant State of Missouri statutory requirements and regulations.

4. **Personnel/Professional Qualifications**

Proposers should:

a. Identify staff members (if applicable), in the job classifications of (1) Executive, (2) Project Manager, who would be assigned to act for Proposer's firm in key management and field positions providing the services described in the Proposal, and the functions to be performed by each.
b. Include resumes or curriculum vitae of each such staff member designated above (if applicable), including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the projects relevant to CDBG and/or CDBG - Disaster Recovery program funding on which they have worked. Provide the names, telephone numbers, and email addresses of contact persons with the firms or organizations with whom these staff members worked on CDBG and/or CDBG - Disaster Recovery projects.
c. Estimate the number of persons to be assigned to this project.

5. **Proposed Compensation**

Proposers should provide the following:

a. A break down explaining cost and cost component details may be included, but the proposed compensation must result in a lump-sum amount. No negotiation over the

proposed compensation may occur. The lowest, most responsible, most responsive proposer will be selected.

PART THREE: SELECTION CRITERIA

All responses to the proposal will be evaluated according to the following criteria and corresponding rating system. The proposals will be evaluated on the basis of written materials. Sufficient information must be included in the proposal to assure the correct rating. Incomplete or incorrect information may result in a lower evaluation.

1. Selection Criteria:
   (1) Proposal cost;
   (2)-(7) Non cost evaluation factors
2. Rating System: Proposal evaluation will be conducted using the numerical weights rating system.

1. **Evaluation and Selection**

   a. **Management capability (15 POINTS)**
   - Consideration can be given to employees' depth of skills of proposer.
   - Consideration can be given to diversity of experience proposers have in conducting federal grant programs.

   b. **Prior experience (25 POINTS)**
   - Consideration can be given to the number and types of local government proposers have worked with in the past.
   - Consideration can be given to the number of CDBG and/or CDBG-DR projects proposers have completed relevant to this project.

   c. **Technical excellence (20 POINTS)**
   - Consideration can be given to the proposer's knowledge of CDBG and/or CDBG-DR programs.
   - Consideration can be given to the proposer's staff expertise in particular CDBG and/or CDBG-DR program areas
   - Consideration can be given to the proposer's unique contributions or processes developed in the conduct of previous CDBG and/or CDBG-DR projects.

   d. **Past performance (25 POINTS)**
   - Consideration can be given to the number and quality of proposer's references attesting to the quality of work with previous CDBG and/or CDBG-DR grants.

   e. **Compliance with solicitation requirements (15 POINTS)**
   - Consideration can be given to the proposer's understanding of the scope of the work to be performed.
   - Consideration can be given to the proposer's completeness in its submission to the RFP.

PART FOUR: ADDITIONAL INFORMATION/CONTACT

Proposals must be received by Joplin Schools prior to **3:00 p.m**. on the **9th day of February, 2016**. Joplin Schools reserves the right to reject any or all proposals.

All proposals should be sealed and identified on the outside as;
EARLY CHILDHOOD CENTER
CDBG-DR Administrative Consultant
and should be addressed to
Mark Barlass, Executive Director of Student Services
Joplin Schools Administration at Memorial Education Center
310 W. 8th St., P.O. Box 128,
Joplin, MO 64802

Proposers shall submit three (3) copies of their qualifications in accordance with the instructions contained herein. The information to be submitted shall be organized as shown above and will be limited to a maximum of 50 (fifty) 8 1/2" x 11" numbered pages (or 25 such pages printed on both sides), exclusive of front and back covers, forwarding letter, table of contents, and experience information. An electronic version of this information should also be submitted via flash drive. All information should pertain to the categories listed and have relevance to this program.

All proposals will be scored and ranked during the evaluation process, with the highest rated firm being awarded a contract.

Joplin Schools is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms.

Any questions concerning this RFP shall be directed to:

Mark Barlass, Executive Director of Student Services
Joplin Schools Administration at Memorial Education Center
webmaster@joplinschools.org

Questions will not be answered verbally, however, respondents may submit questions by e-mail to webmaster@joplinschools.org. Joplin Schools will post answers to questions on its website. Questions/Inquiries may be submitted at any time until the question submission deadline, and answers will be posted to Joplin Schools' website as questions are answered. Joplin Schools will use its best efforts to answer questions within seven (7) calendar days of submittal, and the last date for submission of questions will be fourteen (14) calendar days prior to the last date for submission of proposals.

Addendums Pertaining To This RFP

Joplin Schools will post any RFP addendums to its website at www.joplinschools.org, Please check the website often for updated information.

Other Requirements

1. Qualifications submitted past the deadline date and time will not be accepted. Caution to those submitting qualifications; those not in the proper form may be rejected.

2. No Lobbying; Respondent acknowledges and accepts that from the date of issuance of the RFQ until a final decision has been made by Joplin Schools, it will not take any action, make any effort or support or engage others on its behalf to take actions or efforts with attempt to influence the decision-making process for this RFQ in the favor of the respondent. This includes direct contact with the Joplin Schools Board and staff, City Council, City Manager and staff of the City of Joplin, and others who may be engaged in the process. Additionally, the respondent acknowledges and accepts that it will not attempt to use public communication such as the news media, social media, etc., as a means of attempting to influence the RFQ evaluation or decision making process. Any respondent violating any of the aforementioned conditions is subject to immediate disqualification from consideration.

Notices of the RFQ's were published in regional newspapers on January 27, 2016.